

## **ADMINISTRATIVE SECRETARY**

### **Public Works**

**General Statement of Duties:** Assists the Director by performing a wide variety of administrative and clerical duties; does related work as required.

### **Areas of Accountability:**

1. Performs a variety of secretarial and office management duties.
  - Composes, types, delivers and files letters and inter-office memos;
  - Receives calls and interviews persons calling in office and makes referrals;
  - Prepares memos and resolutions for Council agenda;
  - Prepares departmental records;
  - Prepares disciplinary notices;
  - Prepares insurance forms.
2. Keeps records, maintains files and compiles information and statistics.
  - Keeps attendance and personnel records;
  - Reviews, organizes and maintains files;
  - Prepares invoices for accounts payable;
  - Monitors purchase orders;
  - Prepares payroll;
  - Monitors attendance, including sick leave, personal leave, and vacation leave;
  - Prepares personnel actions;
  - Compiles and records data for computer files;
  - Maintains project account records for computer spreadsheets;
  - Prepares service requests and maintains their files;
  - Maintains inventory of office supplies for Administration and Engineering divisions;
  - Maintains and prepares annual inventory report of office equipment and furniture.
3. Participates in budget preparations and monitors department budget.
  - Prepares annual budget proposal for all divisions of department.
4. Advises and makes recommendations to department director and staff.
  - Develops and implements new departmental forms;
  - Recommends and implements changes in correspondence forms sent to the public.
5. Maintains proper relations with public and staff.
  - Handles numerous calls from the public regarding questions on projects and various complaints (i.e., potholes, obstructions in City right-of-way, curb and sidewalks, streetlights, traffic signals and signs, etc.);

- Informs and advises staff on matters relating to departmental policy and procedures and personnel policies;
- Maintains confidentiality of departmental records and reports.

6. Performs additional duties as required.

- Composes memos and resolutions for Council agenda;
- Prepares notices and invoices for sidewalk repair and maintains sidewalk repair file;
- Monitors and prepares project payments for various City projects under construction;
- Manages 4th Street Parking Garage, including waiting list files, lessee files, agreements, contacting prospective lessees, and monitoring maintenance of the facility (i.e., lighting, trash, etc.);
- Maintains good working relations with consulting firms as well as state and federal agencies.

7. Performs special duties as required.

**Required Knowledge, Skills and Abilities:** Considerable knowledge of general office machines and office procedures; good knowledge of basic record keeping and filing; ability to use word processing equipment, including setting up data base files and use of spreadsheets; ability to proficiently perform all secretarial duties; ability to prepare and analyze reports; ability to work accurately with numbers and codes; ability to perform duties without supervision; ability to communicate effectively, both orally and in writing, with the public, other agencies and staff.

**Acceptable Experience and Training:** A combination of experience and/or formal training equivalent to completion of a structured high school course with two years full-time work experience performing responsible clerical duties relevant to this position.